

**Office Work Instruction**

HQOWI 7500-U005 REV.

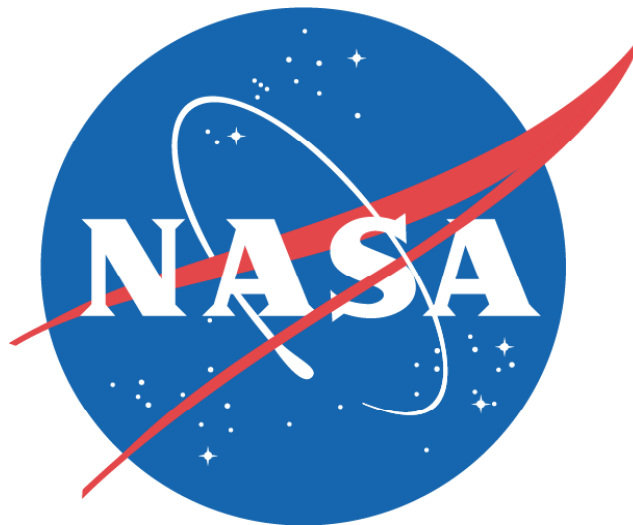
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May 4, 2000

Responsible Office: UM/Space Utilization and Product Development Division

**Subject: Commercial Space Center Definition and Selection**

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**OFFICE WORK INSTRUCTION**

**COMMERCIAL CENTERS  
DEFINITION AND SELECTION**

**Original Approved and Signed by:**

Beth M. McCormick  
Deputy Associate Administrator  
Office of Life and Microgravity Sciences and  
Applications

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Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		02/01/99	
Revision	A	04/30/99	Incorporates changes made in response to comments from the Code U review and the DNV Pre-Assessment Report.
Revision	B	08/17/99	Incorporates changes to eliminate letter version designations and corrects titles on reference documents. Incorporates new Commercial Space Technology Center definitions and adds code UL as the point of contact for Space Technology Center quality records.
Revision	C	05/04/00	Clarify the flow process and responsible parties in the decision process in sections 5 and 6. Eliminates Lead Center Product as a HQ output and deletes Lead Center Evaluation Findings as a quality record in section 7. Update Quality record section 7 "Headquarters Evaluation Findings" to include code UM location.

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**1. Purpose**

This Office Work Instruction (OWI) defines the Commercial Space Center selection process utilized at NASA Headquarters (HQ) OLMSA Space Utilization and Product Development Division (Code UM) and Life Sciences Division (Code UL). This process is used to establish non-profit organizations - within the policies established by NASA, with base funding provided by NASA.

**2. Scope and Applicability**

This OWI provides instructions for the Commercial Space Center (CSC) selection process within the Office of Life and Microgravity Science and Applications (OLMSA). It applies to all new Commercial Space Centers to be established within the Office of Life and Microgravity Science and Applications. This process is implemented in close cooperation with the Marshall Space Flight Center as the Lead Center for Space Product Development and the Johnson Space Center as the Lead Center for Human Support Technologies.

**3. Definitions**

3.1 Ad Hoc Committee - Committee established by the Associate Administrator (AA) to determine the business potential for a new CSC, and make a recommendation to the AA. The committee membership is defined in the Office of Life and Microgravity Science and Applications Policy on Review, Selection and Support of Research (see 3.8)

3.2 Commercial Space Centers - Non-profit entities partnering with industry, university and government organizations, focused on a specific technological or potential commercial market area, and supported by a cooperative agreement and space research opportunities.

Depending on the charter, they are managed within the Space Utilization and Product Development Division if their focus is primarily product development, or managed by the Life Sciences Division if their focus is Human Support dual technologies with an emphasis on support to NASA's human presence in space.

3.3 Concept for New Commercial Space Center A formal or informal proposal for a potential new space product or service development or dual technology area that may warrant the establishment of a new Center. The idea may come from internal or external sources or both.

3.4 Human Exploration and Development of Space Enterprise Strategic Plan - A document developed under the direction and authority of the Associate Administrators of the Office of Life and Microgravity Sciences and Applications (OLMSA) and Office of Space Flight (OSF) detailing the goals and objectives of the Human Exploration and Development of Space (HEDS) Enterprise.

3.5 Lead Center - NASA Centers are responsible for implementing NASA's programs and projects based on Center mission and Center of Excellence designations. Each NASA

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program is assigned to a Lead Center. Lead Center Directors have full program management responsibility and authority; thus, full accountability for assigned programs including the assignment of work to other Centers. Lead Center Directors delegate management responsibility to program managers who ensure the most expeditious and cost-effective implementation approach for a program.

- 3.6 NASA Strategic Plan - A document defining the missions, goals and objectives of NASA, under the authority of the Administrator.
- 3.7 Office of Life and Microgravity Sciences and Applications Policy on Review, Selection and Support of Research - A document which defines the policy on how the NASA Office of Life and Microgravity Science and Applications solicits and selects research.
- 3.8 Space Product - A commercial product or commercially valuable knowledge derived from the unique properties of space.
- 3.9 Dual Technology - A technology that has valuable applications to both government and the private sector.
- 3.10 Program - Major programs are included in the Office of Life and Microgravity Sciences and Applications: Microgravity Research (UG), Occupational Health and Aerospace Medicine (UH), Life Sciences (UL) and Space Product Development in the Space Utilization and Product Development Division (UM).
- 3.11 Program Commitment Agreement (PCA) - The PCA is the contract between the NASA Administrator and the OLMSA Associate Administrator that documents the Agency's commitment to execute the program requirements within established constraints.
- 3.12 Safety, human and animal subject research requirements: Activities described in this OWI are conducted in accordance with all NASA policies and requirements relating to safety and research involving human or animal subjects. These policies are stated in: NHB 1700.1 (V1-B), NASA Safety Policy and Requirements Document; NPD 8710.2B, NASA Safety and Health Program Policy; NPD 8910.1, Care and Use of Animals; and, NPD 7100.8A, Protection of Human Research Subjects.

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### 4. Reference Documents

- 4.1 Marshall Space Flight Center Implementation Plan for Lead Center for Microgravity Research, September 25, 1998
- 4.2 NHB 1700.1, NASA Safety Policy and Requirements Document
- 4.3 NPG 1000.2, NASA Strategic Management Handbook
- 4.4 NPD 1000.1, NASA Strategic Plan
- 4.5 NPD 7100.8, Protection of Human Research Subjects
- 4.6 NPD 8710.2, NASA Safety and Health Program Policy
- 4.7 NPD 8910.1, Care and Use of Animals
- 4.8 Office of Life and Microgravity Science and Applications Policy on Review, Selection and Support of Research, September 1998
- 4.9 Space Product Development Program Commitment Agreement

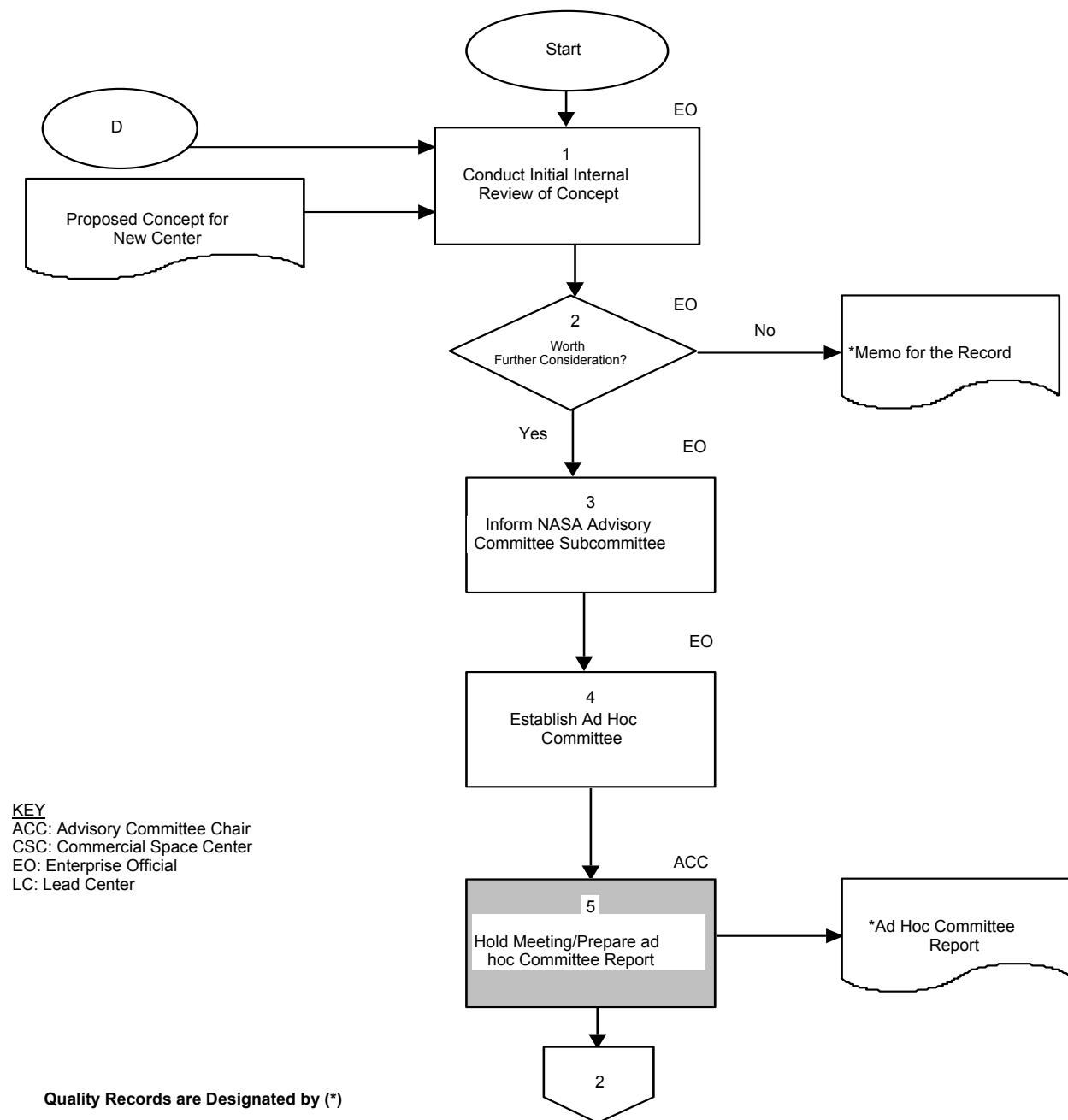
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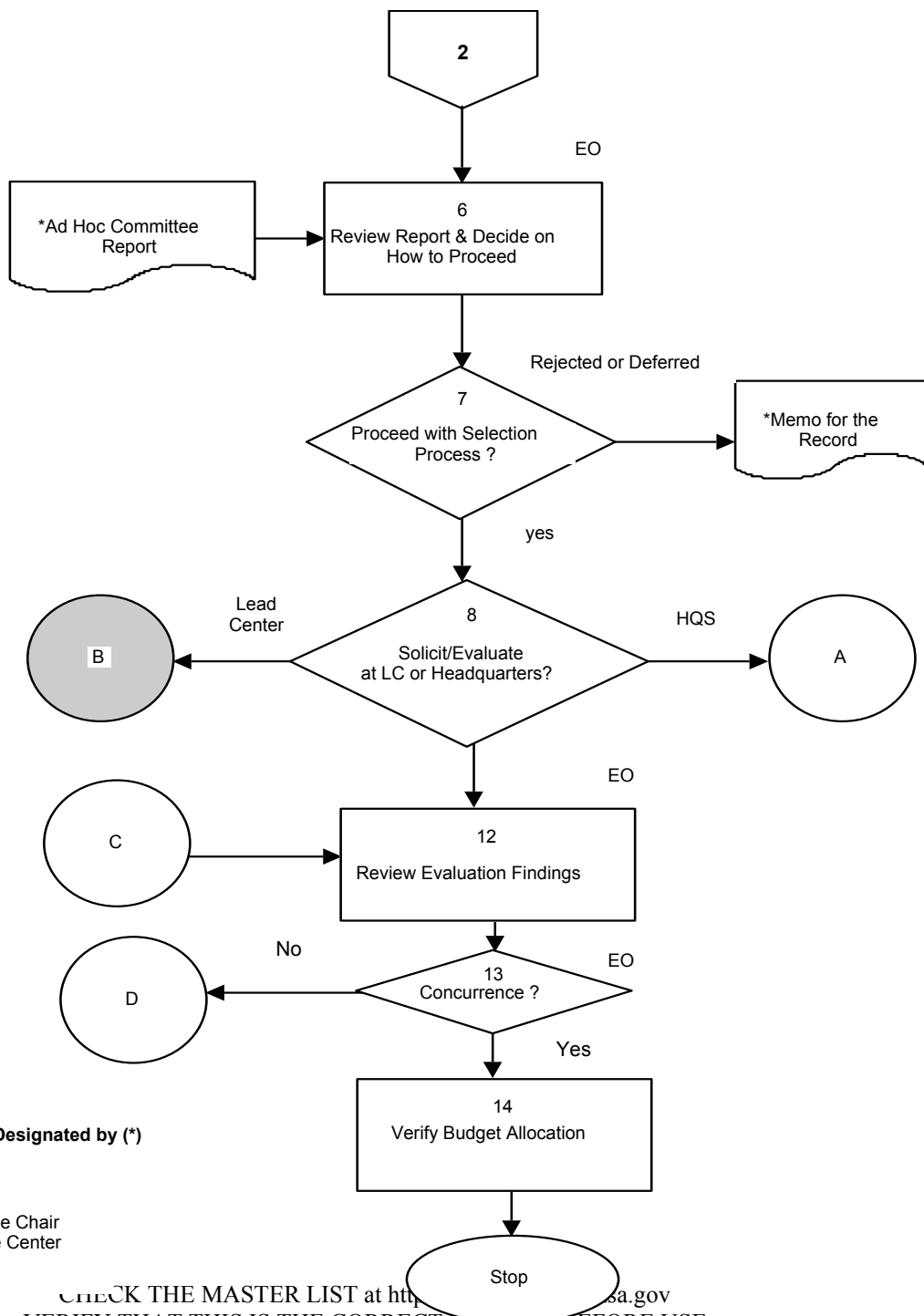
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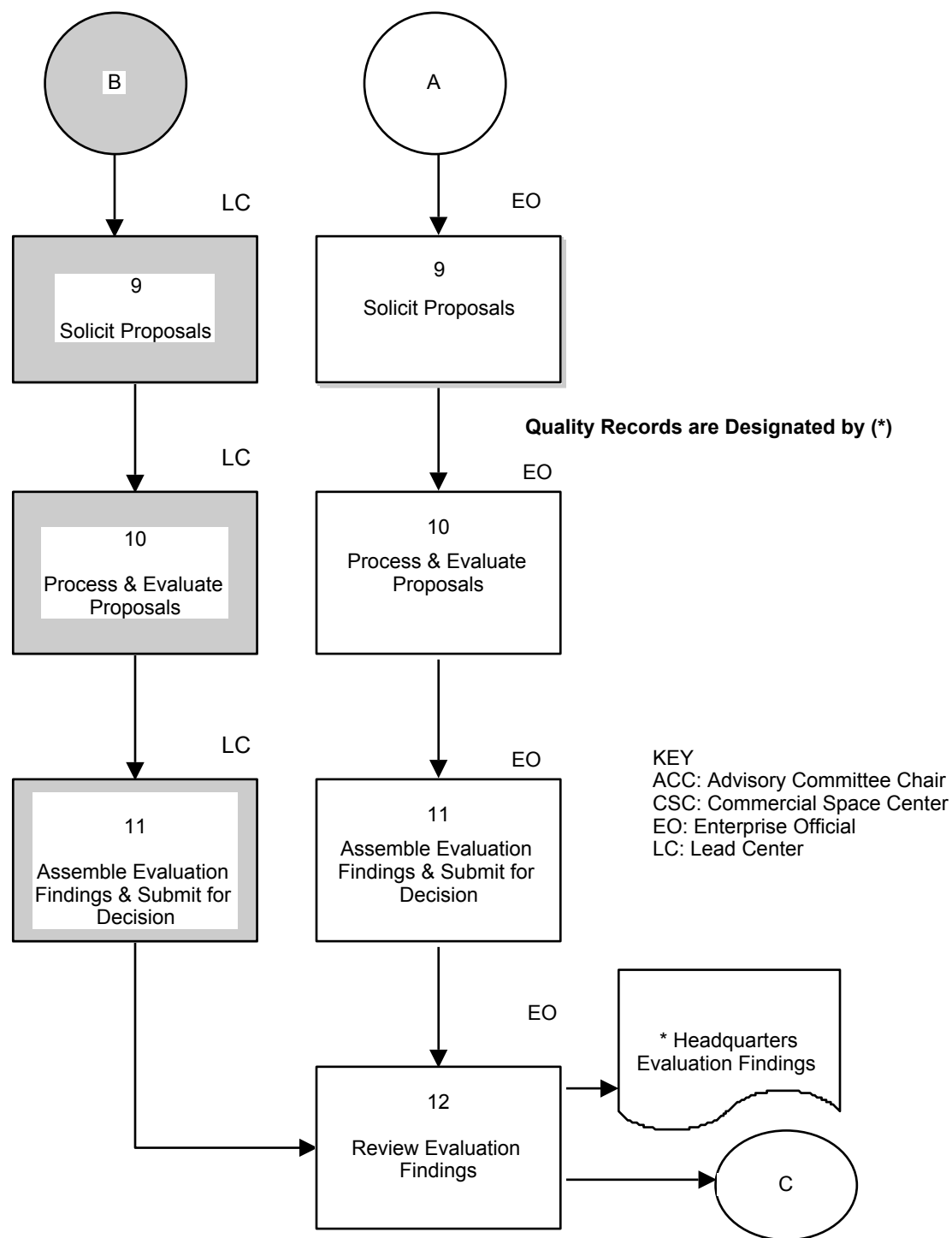
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#### 6. Procedure

The following table describes the process depicted in the flowchart in Section 5. The number at the left of the table corresponds to the numbers in the activity boxes in the flowchart.

#	Responsible Official	Activity Description
1	Enterprise Official (Lead for Program)	Conduct initial internal review of concept within OLMSA and the Program. Review concept against OLMSA, HEDS and NASA goals and objectives. Determine if sufficient budget can be allocated to establish new CSC. If funding is available and the concept is worth further consideration, recommend concept to AA.
2	Enterprise Official (Associate Administrator)	Make initial decision on validity of concept. If rejected or deferred, document decision in memorandum for the record.
3	Enterprise Official (Associate Administrator)	If approved, inform Life and Microgravity Sciences and Applications Advisory Committee. This can be done by mail or via a briefing to a regular meeting.
4	Enterprise Official (Associate Administrator)	Establish <i>Ad Hoc Committee</i> to review initial concept. Establishment of the committee is in accordance with OLMSA policy (see Reference Document 4.9).
5	Advisory Committee Chair	Hold meeting of <i>Ad Hoc Committee</i> . Prepare committee report. Submit report to Enterprise Official.
6	Enterprise Official (Lead for Program)	Review, and present <i>Ad Hoc Committee</i> report to Associate Administrator.
7	Enterprise Official (Associate Administrator)	Approve <i>Ad Hoc Committee</i> report recommendations for a new CSC. If not approved, or deferred for future consideration, document in memorandum for the record.  If approved, determine if the formal solicitation and evaluation of the CSC will be conducted by OLMSA or by the Lead Center.
8	Enterprise Official (Associate Administrator)	If determined that Lead Center should take the lead, authorize Lead Center to solicit and evaluate new CSC.  If determined to retain the selection process at HQ, proceed with the solicitation and evaluation process as a HQ function
9	Lead Center	If delegated to the Lead Center, solicit proposals for CSCs, evaluate proposals and prepare evaluation findings. Send evaluation findings to Associate Administrator.
	Enterprise Official (Lead for Program)	If determined that Headquarters should take the lead, solicit proposals for new CSC. The solicitation document includes the proposal review criteria to be used by NASA.

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| 10 | Enterprise Official (Lead for Program) or Delegated to Lead Center, As Appropriate | Organize and conduct evaluation of proposals. The services of the OLMSA peer review contractor may be used to organize and support the evaluation (see HQOWI 8000-U003) if at HQ.<br><br>In addition to evaluating the technical and business aspects of the proposal, determine if the proposed activities are consistent with applicable NASA safety, human and animal subject research requirements. |
| 11 | Enterprise Official (Lead for Program) or Delegated to Lead Center, As Appropriate | Assemble Evaluation Findings and submit to Associate Administrator for concurrence.   |
| 12 | Enterprise Official (Associate Administrator)                                      | Review Evaluation Findings.   |
| 13 | Enterprise Official (Associate Administrator)                                      | Concur with evaluation findings for establishment of a new CSC. A rejection would result in a re-consideration of the concept for either revision or cancellation as a prospective CSC program.   |
| 14 | Enterprise Official (Lead for Program)   | Coordinate within OLMSA and with Lead Center Program Manager to verify budget for new CSC.  |

### 7. Quality Records

<i>Record Identification</i>	<i>Owner</i>	<i>Location</i>	<i>Media Electronic/ Hard Copy</i>	<i>Schedule and Item Nos.*</i>	<i>Retention/ Disposition</i>
<u>Memo for the Record</u> as required for "no-go" decisions	Lead for Program	Code UM	Hard Copy	Schedule 7, Item 5.A.3	Permanent Retire to FRC when 2 years old. Transfer to NARA when 20 years old.
Ad Hoc Committee Report	Lead for Program	Code UM	Hard Copy	Schedule 1, Item 14.B.2	Permanent Retire to FRC when 2 years old. Transfer to NARA when 20 years old.
Headquarters Evaluation Findings	Lead for Program	Code UL Peer Review Contractor	Hard Copy	Schedule 7, Item 5A	Permanent Retire to FRC when 2 years old. Transfer to NARA when 20 years old.
		Code UM	Hard Copy	Schedule 7, Item 5A	Permanent Retire to FRC when 2 years old. Transfer to NARA when 20 years old.

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\* Quality Records are retained in accordance with the referenced schedule and item number from NPG 1441.1, *NASA Record*